



TN Department of Financial Institutions
511 Union Street, 4th Floor
Nashville, TN 37219

Mortgage Loan Originator Registration Information and Instructions

To register a mortgage loan originator, T.C.A. § 45-13-126(b) requires a licensee or registrant to submit to the commissioner a completed registration form. The registration form shall be in writing and under oath, in a form prescribed by the commissioner. The registration form shall contain any information the commissioner deems necessary, including the following: (1) The name of the licensee or registrant for whom the mortgage loan originator will provide services as a mortgage loan originator; (2) The mortgage loan originator's name, birth date, social security number, and address; and (3) The location where the mortgage loan originator shall engage in mortgage business activities.

T.C.A. § 45-13-102(13) defines a "mortgage loan originator" as an individual who provides services to one and not more than one licensee or registrant, is subject to the direct supervision and control of that licensee or registrant, and in exchange for compensation by that licensee or registrant, performs any one or more of the acts described in T.C.A. § 45-13-102(12). The term does not include an employee of a licensee or registrant whose job responsibilities are limited to clerical tasks.

T.C.A. § 45-13-102(12) specifies the types of acts which a mortgage loan originator may perform as follows: any person who for compensation or other gain, paid directly or indirectly, or in expectation of compensation or other gain, **solicits, processes, places, negotiates or originates** mortgage loans for others, or offers to solicit, process, place, negotiate or originate mortgage loans for others or who closes mortgage loans which may be in the mortgage loan broker's own name with funds provided by others and which loans are thereafter assigned to the person providing the funding of such loans; regardless of whether the acts are done directly or indirectly, through contact by telephone, by electronic means, by mail, or in person with the borrowers or potential borrowers.

INSTRUCTIONS:

1. One Managing Principal for each licensee/registrant must be designated to be primarily responsible for the operations of that entity. Also, there must be a designated Branch Office Manager for each branch office located in Tennessee. The "Designation of Managing Principal" and "Designation of Branch Office Manager" forms must be completed and returned with the mortgage loan originator registration forms.

2. Both sides of the "Mortgage Loan Originator Registration" form must be completed by the Managing Principal of the mortgage licensee or registrant, as defined in T.C.A. § 45-13-102(8). You are encouraged to send an electronic file listing all mortgage loan originators. Electronic files must contain all of the required information about mortgage loan originators requested in the registration form. If providing an electronic file, at least one completed, signed, and notarized registration form must accompany the electronic file.

3. A single check in payment must be included with the registration form(s) to cover the registration fee of one hundred dollars (\$100.00) per mortgage loan originator. (For example: 8 mortgage loan originators x \$100.00 = \$800.00)

4. The "Notification of Change of Status" form must be used to notify the Department of a change in Managing Principal or Branch Manager, change of address for licensee/registrant, branch, or loan originator, request for substitute license or certificate of registration, and/or termination/resignation of a loan originator.

5. Please make copies of forms as needed. Incomplete forms will not be processed and will be returned.